

RICHARD A. SNELLING
GOVERNOR



STATE OF VERMONT
OFFICE OF THE GOVERNOR
PAVILION OFFICE BUILDING
MONTPELIER, VERMONT 05602
(802) 828-3333

March 1, 1984


Mr. Archie Black
PO Box 63
Brick, NJ 08723

Dear Mr. Black:

I am responding to your recent letter to Governor Snelling requesting he proclaim April 15-21st as "National Coin Week."

Before a decision can be made, you must provide us with the name of a Vermont sponsor. I have enclosed a copy of our policy regarding the issuance of proclamations. Thank you.

Sincerely,


Jill McDermott McDowell
Assistant to the Staff

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GOVERNOR'S PROCLAMATION POLICY

The Governor's Office receives hundreds of requests each year to issue proclamations on behalf of various organizations, individuals and special interest groups. Each request has merit and, of course, is important to the people seeking the proclamation. However, it is impossible to comply with all requests. Proclamations should have some purpose for the requesting organization and should be designed to call attention to an observance or activity by the group. Proclaiming a day or a week in observance of some individual or cause should reflect a recognition of community or statewide events coordinated with that observance.

Requests will be judged on the basis of their overall value and contribution to the other efforts and activities planned by the sponsoring organizations.

The following policy guidelines have been established in order to keep the number of proclamations within reasonable limits. Please read them and test your request against them before submitting it for consideration.

1. Proclamations should call attention to a project or program aimed at benefiting all of the people of Vermont. The smaller the group and the more limited the scope of the project, the less likely it will be that your request will be honored.
2. Commemorative proclamations to honor any anniversary or observance must reflect information about the activities associated with it. If there is no celebration or other activity in which the general public can participate, no proclamation will be issued.
3. Proclamations honoring individuals will not be issued unless the person honored has considerable historical significance or some outstanding accomplishment which deserves public recognition.
4. We will not be able to comply with requests if they expressly seek support for a specific commercial enterprise.
5. Declarations of days or weeks for national observances will be accepted only from in-state representatives.
6. Subject matter should be referenced in the broadest terms. When a proclamation has been issued dealing with one subject area, subsequent requests dealing with the same general topic will be rejected. Example: National Conservation Week will be assumed to cover the general area of environmental protection subjects.
7. Signing ceremonies and picture-taking opportunities associated with proclamations will be scheduled by the Press Secretary, David Dillon, and can be arranged in instances where the subject is of major statewide significance.
8. Publicity surrounding a proclamation is the responsibility of the sponsoring organization. No proclamation may be used for advertising purposes without express written permission from the Governor's Office and in no instance can a proclamation be used for commercial purposes.
9. Requests for proclamations must contain specific wording to be used and should not exceed 300 words. Wording may be edited at the discretion of the Governor's Office.
10. Requests for proclamations and all accompanying materials must be received in the Governor's Office at least four weeks prior to the date issued. You must include an address and telephone number where we can reach you. Please plan ahead.

11. All proclamations will be mailed unless arrangements are made in advance to pick up the documents at the Governor's Office in Montpelier at a mutually agreed time.

If you have any questions, please contact Jill McDermott McDowell at the Governors Office, 828-3333.

Thank you.